



**GRAND HAVEN MAIN STREET DDA
DOWNTOWN PLANTER BOXES – 2026
REQUEST FOR QUOTE**

**NOTICE TO BIDDERS
October 6, 2025**

It is the intent of Grand Haven Main Street Downtown Development Authority (DDA) to contract with a qualified vendor to supply and plant flowers within the Downtown Development Authority District according to the specifications provided.

Quotes are due by 10:00 AM (local time) on Friday, October 24, 2025.
Quotes may be submitted via email to cpape@grandhaven.org.

Questions regarding this Request for Quote may be directed to:

Chandi Pape
Executive Director, Grand Haven Main Street DDA
Phone: 616-844-1188
Email: cpape@grandhaven.org

Grand Haven Main Street DDA reserves the right to reject any or all quotes and to accept any quote deemed in its best interest.



INSTRUCTIONS TO BIDDERS

1. DELIVERY: Quotations should include all charges for delivery, packing, crating, containers, etc. Unless otherwise stated by the bidder, prices quoted will be considered as based on delivery to the destination designated in the Bid Document and will include all delivery and packing charges.
2. INSURANCE REQUIREMENTS: The Contractor shall secure and maintain insurance during the term of the contract from an insurance company authorized to do business in the State of Michigan. This insurance will protect contractors, subcontractors, and the City from all liability (public liability, personal injury, and property damage) claims arising from operations under the contract. The Contractor may not start work until evidence of all required insurance has been submitted and approved by the City. The insurance limits shall not be less than the following:

A. Workers' Compensation Insurance in the amount required by Michigan law. B. General Liability:

- Bodily Injury and Property Damage Combined:
 - Each Occurrence: \$1,000,000.00
 - Aggregate: \$1,000,000.00
- Personal Injury: \$1,000,000.00 C. Automobile Insurance for Vehicles:
- Bodily Injury Per Person: \$1,000,000.00
- Bodily Injury Per Accident: \$1,000,000.00
- Property Damage Per Accident: \$1,000,000.00

FLOWER PURCHASE AND PLANTING SPECIFICATIONS

1. Scope A. Provide flowers and flower planting services within the City of Grand Haven at designated locations chosen by City staff. B. These specifications, including drawings and plant material lists, apply to all items necessary for the execution and completion of planting as indicated herein. C. The Contractor shall provide all labor, supervision, equipment, materials, and supplies necessary for the execution of the work at no additional cost to the City of Grand Haven. D. Reasonable care shall be exercised during excavation, planting, filling, grading, and cleanup to protect existing trees, shrubs, specified vegetation, and other site features, improvements, structures, and utilities from damage.
2. Applicable Specifications and Standards A. Soil Preparation:
 - Existing soil shall be cultivated to a depth of not less than 6" to create a friable planting medium. B. Fertilization Application:
 - Osmocote 14-14-14 shall be thoroughly incorporated into the soil at a rate of 1 pound per 40 sq. ft. C. Weed Control:
 - Treflan pre-emergent weed control shall be incorporated into the top 2" of soil at a rate of 1/2 pound per 80 sq. ft. D. Completion Date:
 - Work shall be completed no later than Wednesday, May 23, 2025. E. Warranty of Annuals:
 - The Contractor shall replace any annual not thriving by June 13, 2025. F. Warranty of Shrubs and Perennials:

- The Contractor shall replace any perennials not thriving by October 1, 2025. G. Planting Standards:
 - The planting process shall conform to industry standards, including proper spacing, root balls at proper depth, appropriate pinching of leggy plants, removal of old blossoms, leveling of soil after planting, and immediate watering of new plants upon completion. H. Planting Details:
 - The exact layout of each planter will be discussed with City staff after the contract is awarded.
3. Materials A. All plant material shall conform to the American Standard for Nursery Stock. Plants shall be true to species and variety specified and nursery-grown in accordance with good horticultural practices under climatic conditions similar to those in the project locality for at least two years. Plants shall be superior in form, compactness, and symmetry, and be sound, healthy, vigorous, densely foliated, and free of disease, pests, and physical damage. B. All plants shall be labeled by size and scientific name as listed in the current edition of the Index of Garden Plants. Labels shall be securely attached to all flats, bundles, and containers upon delivery, and be durable and legible. C. The City of Grand Haven will provide water suitable for irrigation and free from harmful ingredients.
 4. Selection and Tagging A. Plants shall be inspected upon delivery, and the City of Grand Haven reserves the right to reject any plants that do not meet standards or are damaged during shipment. B. A Contractor's representative shall be present at all inspections.
 5. Delivery A. The Contractor shall notify the Purchaser of the delivery time 3 to 5 days prior to delivery.
 6. Preparation of Planting Areas A. The City of Grand Haven will prepare all planting areas with a sub-base and suitable soil to receive flowers at grade. B. City staff shall be contacted at least 72 hours prior to planting for final preparations. C. The Contractor shall notify the City in writing of any soil conditions or obstructions considered detrimental to flower growth, including suggestions for correction. Proper water drainage must be assured.
 7. Planting Operations A. Planting areas shall be finish-graded after full settlement has occurred. B. Plants shall be thoroughly watered immediately after planting.
 8. Cleanup A. Soil, rubbish, binding and wrapping materials, rejected plants, and other debris from planting shall be promptly cleaned up and removed.
 9. Acceptance A. Upon completion and inspection of planting, City staff shall notify Grand Haven Main Street that the work has been accepted. Accepted work will be paid within 30 days at the quoted price, unless otherwise negotiated.
 10. Guarantee Period and Replacement A. The Contractor shall guarantee all plants to be healthy and in flourishing condition as specified. B. The Contractor shall remove and replace, at no cost, all plants not in healthy condition during the guarantee period, as determined by the City of Grand Haven. Replacements shall meet all specification requirements. C. The guarantee for replacement plants shall extend for an additional six weeks (flowers) and four months (perennials) from acceptance after replacement. D. The City of Grand Haven shall be responsible for all flower maintenance during the guarantee period.



QUOTE

2025 GRAND HAVEN MAIN STREET FLOWER PLANTERS

Chandi Pape, Executive Director
519 Washington Avenue
Grand Haven, Michigan 49417

Date

Dear Ms. Pape:

In accordance with your specifications for a quote, dated October 6, 2025, we propose to supply and deliver the following flowers at the net prices quoted below (attach additional sheets as necessary, use this cover sheet for all bids):

Proposal Total _____

Any changes to the specifications are attached. All Federal and State taxes have been deducted and all prices reflect the NET PRICE.

(Bidder's Company Name)

(Bidder's Telephone Number)

(Street/Mailing Address)

(City/State/Zip)

(Bidder's Signature)

(Print Bidder's Name)



ATTACHMENT "A"

Planter #1:

| | | | |
|----|----|--------------------|--------------|
| 85 | 4" | Begonia 'Big' Red | |
| 85 | 4" | Begonia 'Big' Pink | Price: _____ |

Planter #2:

| | | | |
|----|----|--------------------|--------------|
| 42 | 4" | Begonia 'Big' Red | |
| 42 | 4" | Begonia 'Big' Pink | Price: _____ |

Planter #3:

| | | | |
|----|----|--------------------|--------------|
| 26 | 4" | Begonia 'Big' Red | |
| 26 | 4" | Begonia 'Big' Pink | Price: _____ |

Planter 101:

| | | | |
|----|----|--------------------|--------------|
| 26 | 4" | Begonia 'Big' Red | |
| 26 | 4" | Begonia 'Big' Pink | Price: _____ |

Planter 102:

| | | | |
|----|----|--------------------|--------------|
| 37 | 4" | Begonia 'Big' Red | |
| 37 | 4" | Begonia 'Big' Pink | Price: _____ |

Planter 103:

| | | | |
|----|----|--------------------|--------------|
| 30 | 4" | Begonia 'Big' Red | |
| 30 | 4" | Begonia 'Big' Pink | Price: _____ |

Planter 104:

| | | | |
|----|----|--------------------|--------------|
| 38 | 4" | Begonia 'Big' Red | |
| 38 | 4" | Begonia 'Big' Pink | Price: _____ |

Planter 105:

| | | | |
|----|----|--------------------|--------------|
| 34 | 4" | Begonia 'Big' Red | |
| 34 | 4" | Begonia 'Big' Pink | Price: _____ |

Planter 106:

| | | | |
|----|----|--------------------|--------------|
| 30 | 4" | Begonia 'Big' Red | |
| 30 | 4" | Begonia 'Big' Pink | Price: _____ |

Planter 108:

| | | | |
|----|----|--------------------|--------------|
| 30 | 4" | Begonia 'Big' Red | |
| 30 | 4" | Begonia 'Big' Pink | Price: _____ |

Planter 201:

| | | | |
|----|----|-------------------|--|
| 34 | 4" | Begonia 'Big' Red | |
|----|----|-------------------|--|



34 4" Begonia 'Big' Pink Price: _____

Planter 202:

34 4" Begonia 'Big' Red
 34 4" Begonia 'Big' Pink Price: _____

Quantity Size Material

Planter 203:

34 4" Begonia 'Big' Red
 34 4" Begonia 'Big' Pink Price: _____

Planter 204:

34 4" Begonia 'Big' Red
 34 4" Begonia 'Big' Pink Price: _____

Planter 205:

34 4" Begonia 'Big' Red
 34 4" Begonia 'Big' Pink Price: _____

Planter 206:

30 4" Begonia 'Big' Red
 30 4" Begonia 'Big' Pink Price: _____

Planter 208:

42 4" Begonia 'Big' Red
 42 4" Begonia 'Big' Pink Price: _____

Planter 301: Open for New Design (Please propose your idea) or:

42 4" Begonia 'Big' Red
 42 4" Begonia 'Big' Pink Price: _____

Planter 302: Open For New Design (Please propose your idea) or:

42 4" Begonia 'Big' Red
 42 4" Begonia 'Big' Pink Price: _____

CENTERTOWN:

Four (5) Circular Planters:

44 4" Begonia 'Big' Red
 44 4" Begonia 'Big' Pink Price: _____

7th Street - Four (4) Round Planters:

4 1 Gallon Red Headed Fountain Grass
 20 4" Begonia 'Big' Red
 20 4" Begonia 'Big' Pink Price: _____



FIRST STREET BETWEEN WASHINGTON/FRANKLIN:

1st Street - Four (4) Round Planters:

| | | |
|----|----------|---------------------------|
| 4 | 1 Gallon | Red Headed Fountain Grass |
| 28 | 4" | Pot Callie Deep Red |
| 20 | 4" | Begonia 'Big' Red |
| 20 | 4" | Begonia 'Big' Pink |

Price: _____

| <u>Planter #</u> | <u>Business</u> | <u>Location</u> |
|------------------|-------------------------------------|--------------------------------|
| 1 | Piano Factory parking lot | NE Corner of Harbor/Washington |
| 2 | Kozak's | SW Corner 1st/ Washington |
| 3 | Side Bar | NW Corner of 1st/Washington |
| 101 | Kilwin's | NE Corner of 1st/Washington |
| 102 | Copper Post | SE Corner of 1st/Washington |
| 103 | Aldea Coffee | mid-block |
| 104 | Fortino's | mid-block |
| 105 | Hostetter's | NW Corner of 2nd/Washington |
| 106 | Great Harvest Bread | mid-block |
| 108 | Buffalo Bob's | SW Corner of 2nd/Washington |
| 201 | Gallery Uptown | NE Corner of 2nd/Washington |
| 202 | Museum | SE Corner of 2nd/Washington |
| 203 | Jumpin' Java | mid-block |
| 204 | Borr's | mid-block |
| 205 | 5/3 Bank | NW Corner of 3rd/Washington |
| 206 | Sea Bags | mid-block |
| 208 | Saunders, Winter & McNeil / Oaks | SW Corner of 3rd/Washington |
| 301 | Capstone | SE Corner of 3rd/Washington |
| 302 | First Reformed | NE Corner of 3rd/Washington |
| <u>Planter #</u> | <u>Business</u> | <u>Location</u> |
| CT-1 | JW'S | Corner of 7th/Wash |
| CT-2 | Morning Star | mid 700 block |



GRAND HAVEN
MAIN STREET

| | | |
|--------|------------------|------------------------------------|
| CT-3 | Bekins | Mid 700 block |
| CT-4 | Sun Title | SW Corner of 8th/ Washington |
| CT-7-1 | Nail Haven | NW corner of Wash/ 7th |
| CT-7-2 | Lk Michigan Auto | West Side of 7th / N of Washington |
| CT-7-2 | The Kitchen Co | West Side of 7th / N of Columbus |
| CT-7-4 | Momentum Center | SW Corner 7th/Madison |
| CT-7-5 | Rock n Road | SE Corner 7th/Columbus |
| | | West Side of 1st/ N of Franklin |
| | | West Side of 1st/ N of Franklin |
| | | West Side of 1st/ N of Franklin |
| | | West Side of 1st/ N of Franklin |